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BIDENVILLE PARISH ASSESSOR
Arcadia, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the writs and other appropriate public officials. This report is available for public inspection at the State House office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3-14-04

MARY JO FINLEY, CPA, INC.
A PROFESSIONAL CORPORATION

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2000

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Mary Jo Finley, CPA

A Professional Corporation
128 CHAMBERLAIN DRIVE
COLUMBIA, LA 70418
PHONE (504) 648-5889

Independent Auditor's Report

HONORABLE ITIMIE D. SMITH, CLA
BIRMINGHAM PARISH ASSESSOR
Avoyelles, Louisiana

I have audited the general purpose financial statements of the Birmingham Parish Assessor as of December 31, 2003, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Birmingham Parish Assessor's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Birmingham Parish Assessor as of December 31, 2003, and the results of operations for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued reports dated February 18, 2004, on my consideration of the Birmingham Parish Assessor's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.



Columbia, Louisiana
February 18, 2004

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

BEEVILLE PARISH ASSessor
Acadia, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 2003

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FUND ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS			
Cash and cash equivalents	\$1,551		\$1,551
Investments	110		110
Receivable - all valorem taxes	244,797		244,797
Other receivable	30		30
Office furnishings and equipment		\$120,061	120,061
TOTAL ASSETS	\$248,438	\$120,061	\$368,500
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts payable	\$10,483		\$10,483
Payroll deducts payable	4,981		4,981
Total Liabilities	15,464	NONE	15,464
Fund Equity:			
Investment in general fixed assets		\$120,061	120,061
Fund balance - unreserved - undesignated	233,424		233,424
Total Fund Equity	233,424	120,061	353,485
TOTAL LIABILITIES AND FUND EQUITY	\$248,438	\$120,061	\$368,500

The accompanying notes are an integral part of this statement.

Statement B

BEDVILLE PARISH ASSESSOR
Archie, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
 Changes in Fund Balance - Budget
 (GAAP Basis) and Actual
 For the Year Ended December 31, 2003

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Ad valorem taxes	\$128,000	\$124,783	\$3,217
Intergovernmental - State revenue sharing	0,000	13,683	4,683
Fees, charges, and commissions for services	0,000	11,646	3,646
Use of money and property - interest earnings		911	911
Other revenue	1,000	2,823	1,823
Total revenues	<u>129,000</u>	<u>253,873</u>	<u>43,873</u>
EXPENDITURES			
General government - taxation:			
Personal services and related benefits	128,000	149,131	20,669
Operating services	23,500	21,935	(1,565)
Materials and supplies	0,000	4,346	2,352
Travel and other charges	11,000	8,816	(2,184)
Data Service		3,080	(3,080)
Capital outlay	1,500	11,258	(10,258)
Total expenditures	<u>264,000</u>	<u>298,566</u>	<u>138</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>(14,000)</u>	<u>15,567</u>	<u>45,787</u>
OTHER FINANCING SOURCE - Sale of Asset		<u>10,118</u>	<u>10,118</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCE OVER EXPENDITURES	<u>(14,000)</u>	<u>25,685</u>	<u>35,905</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>26,800</u>	<u>206,319</u>	<u>172,519</u>
FUND BALANCE AT END OF YEAR	<u>\$12,800</u>	<u>\$232,004</u>	<u>\$232,004</u>

The accompanying notes are an integral part of this statement.

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 28 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the officer, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

At December 31, 2003, there are 38,187 real, movable, and public service assessment listings totaling \$134,842,890. This represents an increase of 62 assessment listings. The total assessed valuation decreased by \$5,642,820.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Bienville Parish Police Jury is the financial reporting entity for Bienville Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining which component units should be considered part of the Bienville Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and;
 - a. The ability of the police jury to impose its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

BIENVILLE PARISH ASSESSOR

Acadia, Louisiana

Notes to the Financial Statements (Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located, the assessor was determined to be a component unit of the Bienville Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. FUND ACCOUNTING

The assessor uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fund assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require only the use of governmental funds (General Fund). Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1901-1908, is accounted for in this fund. General operating expenditures are paid from this fund.

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

**C. GENERAL FIXED ASSETS AND
LONG-TERM DEBT**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 95 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 5 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets.

Long-term obligations, such as lease purchases payable are recognized as a liability of a governmental fund only when due. There was no long-term debt at December 31, 2003.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The auditor uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Ad valorem taxes are budgeted as revenue in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder of mortgages and become delinquent on December 31. Ad valorem taxes are generally collected in November and December of the current year and January and February of the ensuing year.

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

Fees for preparing tax rolls are recorded in the period in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Based on the above criteria, all valuation taxes, compensation from taxing bodies and fees for preparing tax rolls have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

F. CASH AND CASH EQUIVALENTS

Under state law, the assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The assessor may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2003, the assessor has cash and cash equivalents (bank balances) totaling \$3,594, as follows:

BIENVILLE PARISH ASSESSOR
Acadia, Louisiana
Notes to the Financial Statements (Continued)

Demand deposits	\$1,238
Party cash	2,723
Total	<u>\$3,961</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. All deposits are fully secured by federal deposit insurance as December 30, 2003.

G. INVESTMENTS

Investments held at December 31, 2003 consist of \$130 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at December 31, 2003 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA - R.S. 33:2858. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by these securities.

Effective August 1, 2004, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2004 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 793) enacted LSA - R.S. 33:2858(A)(7)(b) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1 + commercial paper.

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 360 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool share.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

II. VACATION AND SICK LEAVE

Employees of the assessor's office receive from 10 to 15 days of noncumulative vacation leave each year, depending on length of service. Sick leave is granted at the discretion of the assessor. At December 31, 2003, there are no accumulated and vested benefits relating to vacation and sick leave.

The cost of leave privileges, computed in accordance with GASB Codification Section C80, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

I. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to theft, theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2003.

**J. TOTAL COLUMN ON THE
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with U.S. generally accepted accounting principles. Neither is such data comparable to a consolidation.

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

2. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 2003 assessed valuation (amounts expressed in thousands):

	2003 Assessed Valuation	Per cent of Total Assessed Valuation
Beau Creek Storage Company	\$18,238	12.93%
Energy-Koch Trading, LP	13,039	9.46%
Gulf South Pipeline Company, LP	3,906	4.53%
Phillips Petroleum Company	3,909	4.51%
Centerpoint Energy Gas Trans.	4,600	3.51%
Energy Louisiana, Inc.	4,488	3.43%
Centerpoint Energy - ARKLA	3,762	2.87%
El Paso Production Company	3,002	2.31%
Duke Energy Field Services, Inc.	2,629	2.01%
Energen Resources	<u>2,220</u>	<u>1.70%</u>
Total	<u>\$62,804</u>	<u>48.75%</u>

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance at January 1, 2003	\$120,288
Additions	22,258
Deductions	<u>(122,482)</u>
Balance at December 31, 2003	<u>\$119,064</u>

4. PENSION PLAN

Substantially all employees of the Bienville Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All full-time employees who were employed on or after July 26, 1950 and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the

BIENVILLE PARISH ASSessor

Archie, Louisiana

Notes to the Financial Statements (Continued)

system. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service rendered on or before June 30, 1999, and 3.33 per cent of their final-average salary for each year of credited service rendered on or after July 1, 1999, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, 3660 Valley Creek Road, Baton Rouge, Louisiana 70808, or by calling (225) 958-8886.

Plan members are required by state statute to contribute 8.00 per cent of their annual covered salary and the Bienville Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 14.00 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Bienville Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Bienville Parish Assessor's contributions to the system for the years ending December 31, 2003, 2002, 2001, were \$20,089, \$17,990, and \$13,862, respectively, equal to the required contributions for each year.

5. POST RETIREMENT BENEFITS

The Bienville Parish Assessor provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the assessor. The assessor recognizes the cost of providing these benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 2003, the total amount of premiums paid was \$77,340, while the amount paid for retirees totaled \$21,089.

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

6. LITIGATION AND CLAIMS

At December 31, 2003, the Bienville Parish Assessor is not involved in any litigation nor is he aware of any unasserted claims.

**7. EXPENDITURES OF THE ASSESSOR'S
OFFICE PAID BY THE POLICE JURY**

The Bienville Parish Assessor's office is located in the parish courthouse annex. The cost of maintaining and operating the annex, as required by Louisiana Revised Statute 33:4713, is paid by the Bienville Parish Police Jury.

**Independent Auditor's Report Required
by Government Auditing Standards**

The following independent Auditor's report on compliance with laws and regulations and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Mary Jo Finley, CPA

A Professional Corporation
129 CHAMBERLA DRIVE
COLUMBIA, LA 70418
PHONE (504) 648-5889

Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting

BIENVILLE PARISH ASSESSOR
Arnaud, Louisiana

I have audited the general purpose financial statements of the Bienville Parish Assessor as of and for the year ended December 31, 2003, and have issued my report thereon dated February 18, 2004. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Bienville Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Bienville Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I found no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

BIENVILLE PARISH ASSESSOR

Arcadia, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 2003

This report is intended solely for the information and use of the Bienville Parish Assessor, management of the assessor's office, and the Louisiana Legislative Auditor, and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Columbia, Louisiana

February 18, 2004

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2003

A. SUMMARY OF AUDIT RESULTS

1. The Auditor's report expresses an unqualified opinion on the general purpose financial statements of Bienville Parish Assessor.
2. No instances of noncompliance material to the financial statements of Bienville Parish Assessor were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

BIENVILLE PARISH ASSESSOR
Arcadia, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2002

There were no audit findings reported in the audit for the year ended December 31, 2002.